



GRADUATE LEGAL ASSISTANT

OPEN - STATEWIDE

CONTINUOUS TESTING



CALIFORNIA STATE GOVERNMENT · AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING

The testing office will accept examination packets continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors will be merged into the list in order of final scores, regardless of test date.

PARTICIPATING DEPARTMENTS

The following represents those departments participating in this examination and using the resulting eligible list to fill positions:

Department of Justice

Department of Fair Employment and Housing

FILING INSTRUCTIONS

All applicants must complete and return the entire examination packet to the Department of Fair Employment and Housing. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation Form](#)
- [Qualifications Assessment](#)
- [Conditions of Employment](#)
- [Transcripts/Diploma](#)

Mailing Address or File in Person:

Department of Fair Employment and Housing
Human Resources Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

**DO NOT SUBMIT APPLICATIONS TO THE DEPARTMENT OF JUSTICE, CALIFORNIA
DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$3702-\$4064

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

One Open multi-departmental list will be established and used to fill vacancies at the departments listed on this bulletin. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors can be tested only once during a 9 month period. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CONTINUE TO THE NEXT PAGE

GRADUATE LEGAL ASSISTANT

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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on this bulletin. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

MINIMUM QUALIFICATIONS

Current eligibility to take the California State Bar examination. (Persons in their last year of law school may compete in the examination but may not be appointed until they have eligibility to the California State Bar examination.)

POSITION DESCRIPTION

This class is primarily designed to afford law school graduates, not yet certified by The California State Bar Association, an introduction to legal practice in the State service. It enables State departments to utilize the services of law school graduates who are awaiting the results of The California State Bar examination for subprofessional legal work and facilitates recruitment of recent graduates for legal careers in State service. Incumbents in the Class must demonstrate acceptable progress toward higher level(i.e., the Legal Counsel class) in order to continue their employment in the class. As one measure of this progress, an incumbent must successfully pass the written portion of The State Bar examination within 12 months of appointment. Failure to meet this standard will be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.

Analyzes legal problems; does routine legal research; prepares drafts of legal documents, briefs, reports, resolutions and legislative measures; ascertains the last amended form of the statutory law on a given subject; compiles, annotates, and indexes provisions of law and of legislative measures; serves legal papers; assists in answering court calendars; secures information regarding court decisions; assists in the work of a law library; keeps records and indexes of legal cases; prepares and dictates correspondence.

EXAMINATION INFORMATION

The examination will consist of a Qualifications Assessment Supplemental Application and is the sole component of the Graduate Legal Assistant examination. To obtain a position on the eligible list a minimum score of 70% must be received.

QUALIFICATIONS ASSESSMENT-WEIGHTED 100%

The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined job-related criteria. In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Qualifications Assessment will be in the following areas:

- Detailed Work Experience
- Knowledge Assessment

ADDITIONAL REQUIREMENTS

Under Section 432.7(e) of the Labor Code, **persons seeking employment with the Department of Justice** may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS PREFERENCE CREDITS

Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Career Credits do not apply in this examination.

CONTACT INFORMATION

For additional information regarding this examination, you may contact:
DFEH Exam Unit at (916) 585-7124
Graduate Legal Assistant Exam Analyst – DOJ Exam Unit at (916) 324-5039 or tsu@doj.ca.gov

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from California Department of Human Resources offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039

**DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING and DEPARTMENT OF JUSTICE
QUALIFICATIONS ASSESSMENT (QA) FOR
GRADUATE LEGAL ASSISTANT**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Graduate Legal Assistant (GLA) classification, with the Department of Fair Employment and Housing (DFEH), and the Department of Justice (DOJ). The information you provide will be rated based on pre-determined job-related criteria created by Subject Matter Experts (SME's). The rating will be used to determine your final score in this examination. If successful, your name will be placed onto a separate eligible list for the GLA. The list will be used by DFEH and DOJ to fill vacancies at specific locations. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is required that you personally complete this examination accurately and without assistance. Candidates who fail to follow the instructions will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

I.D. NUMBER (Last 4 digits of SSN#): XXX-XX-_____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

MAIL YOUR COMPLETED MATERIALS TO THE ADDRESS BELOW. BE CERTAIN TO SIGN YOUR
MATERIALS BEFORE SUBMITTING.

Department of Fair Employment and Housing
Human Resources Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

NOTE:

- This is an ***Open Examination***, tested on a ***Continuous basis***. Candidates meeting the minimum qualifications may submit their examination to DFEH at any time. DFEH/DOJ will determine when to process the examinations to establish results, notify candidates, and add names to the eligibility list to be utilized by DFEH and DOJ. ***Processing may be on an as received basis, monthly basis, and/or quarterly basis.***
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

GENERAL INSTRUCTIONS

Read instructions carefully

Attach your completed State application (Form STD. 678) to this Qualifications Assessment (QA).

This process is the entire examination for the Graduate Legal Assistant (GLA) classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score.

1. Additional instructions are provided on the following pages.
2. If successful, your name will be placed on a separate eligible list for the GLA classification.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the GLA. You must ensure you have addressed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment & Minimum Qualifications (page 4)
- Job Requirements (page 4)
- Desirable Qualifications & Education (page 5)
- Graduate Legal Assistant Work Experience (pages 6 & 7)
- Graduate Legal Assistant Knowledge Assessment (pages 8 & 9)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this QA will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please skip this question.**

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

	YES
	NO

**DFEH POSITIONS ARE LOCATED IN:
ELK GROVE, UC DAVIS, LOS ANGELES and UC IRVINE**

**DOJ POSITIONS ARE LOCATED IN:
OAKLAND, LOS ANGELES, SACRAMENTO, SAN FRANCISCO, FRESNO AND SAN DIEGO**

The Department of Fair Employment and Housing (DFEH) will process any address changes or availability for employment for both DFEH and Department of Justice (DOJ) at the following address:

Department of Fair Employment and Housing
Human Resources Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

CONDITIONS OF EMPLOYMENT FORM

On a <u>permanent</u> basis, I am willing to work:	On a <u>temporary</u> basis, I am willing to work:
FULL TIME	FULL TIME (LIMITED TERM)
PART TIME (12 months per year, less than 40 hours per week)	PART TIME (12 months per year, less than 40 hours per week)
INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)	INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)

GRADUATE LEGAL ASSISTANT

DFEH POSITIONS ARE LOCATED IN:

ELK GROVE UC DAVIS
LOS ANGELES UC IRVINE

DOJ POSITIONS ARE LOCATED IN:

OAKLAND SAN FRANCISCO SACRAMENTO
FRESNO LOS ANGELES SAN DIEGO STATEWIDE

(Please check which location(s) you would be willing to accept employment.)

MINIMUM QUALIFICATIONS

GRADUATE LEGAL ASSISTANT:

Education: Current eligibility to take the California State Bar examination. (Persons in their last year of law school may compete in the examination but may not be appointed until they have eligibility to take the California State Bar examination.)

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1. Are you willing to comply with departmental training requirements?	Yes	No
2. Are you willing to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager?	Yes	No
3. Are you willing to travel as required?	Yes	No
4. Are you willing to work professionally, tactfully, and ethically with individuals from a wide range of cultural backgrounds?	Yes	No
5. Are you willing to assume increasing responsibilities, and demonstrate mature judgment, loyalty, poise, tact, and discretion?	Yes	No

DESIRABLE QUALIFICATIONS and EDUCATION

Please indicate if you have any of the following education by marking the appropriate box(es).

	Date of Graduation
Bachelor of Arts (BA) or Bachelor of Science (BS) Degree	
Master of Arts (MA) or Master of Science (MS) Degree	
Juris Doctor (JD)	
Master of Laws (LL.M)	
Doctor of Philosophy in Law (PhD)	
	ANSWER Yes/No
If you are attending your last year of law school, are you currently ranked in the top fifty (50%) of your class?	
Have you been a member of the Order of Coif or other law school honor society?	
Have you ever been a member of a law review, had a membership on a law school's Dean's list or received an American Jurisprudence Award?	
Have you completed one or more law school courses in administrative law and/or represented persons before administrative hearings?	
Have you completed more than one course in law school on the subject of the rules of evidence?	
Have you completed course work in Constitutional Law, Civil Procedures, and Evidence?	
Have you completed one or more courses in law school on the subject of equitable remedies?	
Have you completed course work regarding appellate court practices?	
Have you worked as a law clerk or intern for a public law office, including but not limited to Department of Fair Employment and Housing (DFEH), Attorney General's Office (AG's) and the District Attorney's Office (DA), or for a judge or court?	
Have you participated in a clinical or practical legal program for law school credit, for pay, or as a volunteer, including but not limited to Department of Fair Employment and Housing (DFEH), Intern Program?	
Have you participated in a moot court or trial advocacy program during law school, participated in a trial or hearing involving the presentation of evidence and the examination of witnesses?	
During law school have you participated in the preparation of a written brief(s) in a moot court or trial advocacy program?	

SECTION I
DETAILED WORK EXPERIENCE – GRADUATE LEGAL ASSISTANT

<p>Note to Applicant: For items #1 - #20, refer to the scale description below and rate your level of experience and education.</p> <p>Definition of Levels:</p> <p>Extensive Experience: Posses expert knowledge and could perform task as well as instruct others in this task.</p> <p>Substantial Experience: Possess advanced knowledge and would be able to perform this task under the majority of circumstances or situations encountered.</p> <p>Moderate Experience: Possess sufficient knowledge to perform task successfully in routine situations.</p> <p>Minimal Experience: Some knowledge how to perform this but may require instruction.</p> <p>Limited Experience: Little or no experience <u>performing</u> this task.</p>		Length of Experience				
		Extensive Experience	Substantial Experience	Moderate Experience	Minimal Experience	Limited Experience
1.	Confer with a supervisor or professor to discuss details of cases and/or assignments, to obtain guidance in determining tasks to be performed.					
2.	Assist in determining if complaints are valid or violations of law have occurred under the guidance of a supervisor or as part of law school coursework (for example, by conducting neutral fact-finding investigations) (laws may include but are not limited to, Fair Employment and Housing Act (FEHA), Unruh Act, Ralph Act or other applicable law).					
3.	Gather and analyze research data, such as statutes, decisions, legal articles, codes, and documents for an assignment or a case.					
4.	Draft correspondence, reports, legal documents, including briefs, pleadings, discovery, appeals, and contracts for review by a supervisor or professor.					
5.	Organize and maintain files in paper or electronic filing system for an assignment or a case.					
6.	Assist in preparing for mediations, depositions, administrative hearings, court appearances, or trials, or mock trials by performing tasks such as organizing and preparing exhibits and presentation for a supervisor or professor.					
7.	Organize, index and redact documents in response to discovery, Public Records Act (PRAs), subpoenas, and other requests for information to assist a supervisor or as part of law school coursework.					
8.	Observe mediations, depositions, administrative hearings, court appearances, or trials.					
9.	File pleadings with Administrative or Superior Courts in person or by utilizing telephone, email, or fax under the guidance of a supervisor or generate draft pleadings as part of law school coursework.					
10.	Respond to public inquiries regarding California law (including but not limited to Fair Employment and Housing Act (FEHA), Unruh Act, Ralph Act or other applicable laws).					

SECTION I
DETAILED WORK EXPERIENCE – GRADUATE LEGAL ASSISTANT

<p>Note to Applicant: For items #1 - #20, refer to the scale description below and rate your level of experience and education.</p> <p>Definition of Levels:</p> <p>Extensive Experience: Posses expert knowledge and could perform task as well as instruct others in this task.</p> <p>Substantial Experience: Possess advanced knowledge and would be able to perform this task under the majority of circumstances or situations encountered.</p> <p>Moderate Experience: Possess sufficient knowledge to perform task successfully in routine situations.</p> <p>Minimal Experience: Some knowledge how to perform this but may require instruction.</p> <p>Limited Experience: Little or no experience <u>performing</u> this task.</p>		Length of Experience				
		Extensive Experience	Substantial Experience	Moderate Experience	Minimal Experience	Limited Experience
11.	Use legal organizational software such as Lexis-Nexis, Westlaw, and Microsoft Office to review, organize, and synthesize large volumes of information.					
12.	Analyze, interpret, and apply civil rights laws, rules, and regulations to determine validity of complaint, organize case records, or assignments.					
13.	Prepare formal discovery (e.g., interrogatories, subpoenas), interview witnesses, and review and analyze documents to assist a supervisor or prepare draft discovery as part of law school coursework.					
14.	Meet time frames based on established guidelines for investigations or assignments.					
15.	Under the guidance of a supervisor or professor as part of law school coursework, explore resolution and negotiate settlements between parties to close cases.					
16.	Under guidance of a supervisor or professor as part of law school coursework, prepare for and participate in formal settlement conferences with parties.					
17.	Prepare settlement documents to assist in closure of cases.					
18.	Update and maintain a system (e.g., a case management/database) to reflect current information, including changes of address, dates of correspondence and contacts, and the content of conversations.					
19.	Prepare a report or assignment in accordance with procedures and/or guidelines.					
20.	Under the guidance of a supervisor or professor, create and/or edit investigative/legal documents to comply with procedures and policies.					

SECTION II
KNOWLEDGE ASSESSMENT – GRADUATE LEGAL ASSISTANT

<p>For items #21 - #37, please rate your level of knowledge by indicating the box that best describes your level of knowledge in each of the following areas.</p> <p>Definition of Levels:</p> <p>Extensive Knowledge: I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations.</p> <p>Moderate Knowledge: I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job or assignment.</p> <p>Basic Knowledge: I possess some knowledge but may require additional instruction to apply this knowledge effectively.</p> <p>Limited Knowledge: I possess little or no education or training relevant to this knowledge.</p>		Level of Knowledge			
		Extensive Knowledge	Moderate Knowledge	Basic Knowledge	Limited Knowledge
21.	Knowledge of legal principles and their application, the use of legal references, and legal terms.				
22.	General knowledge of legal terms in order to ensure correct presentation of written materials.				
23.	Knowledge of modern office procedures and equipment (e.g., alphabetize, organize, inventory, fax, photocopier, scanner, computer and printer, etc.) in order to complete work assignments.				
24.	General knowledge of business English in order to proofread, (e.g., grammatical construction, correct errors and clarity of documents, etc.) and effectively communicate with staff and others, etc.				
25.	General knowledge of the judicial process, legal procedures, and practices of law to ensure that the proper documents are filed with the courts and/or administrative agencies and that court mandates are met.				
26.	Detailed knowledge of proper format of State and Federal citations (e.g., case law, statutes, regulations etc.) to ensure documents meet court mandated guidelines.				
27.	Knowledge of legal resources from traditional library references and software applications (e.g., Westlaw, Rutter Group, CEB, California statutes) in order to effectively research and analyze legal issues.				
28.	Skill to assume leadership role over a given assignment (e.g., organize case files, litigation tracking) to ensure information is readily available when needed.				
29.	Skill to communicate effectively (written and orally) in order to provide assistance/direction to staff and others, exchange information, write reports/memoranda/letters, etc.				
30.	Ability to reason logically, and analyze situations accurately and adopt an effective course of action.				
31.	Ability to analyze situations accurately and adopt an effective course of action in order to complete work assignments.				
32.	Ability to establish and maintain effective working relationships with staff in order to preserve a professional work environment and gain the cooperation of others.				

SECTION II
KNOWLEDGE ASSESSMENT – GRADUATE LEGAL ASSISTANT

For items #21 - #37, please rate your level of knowledge by indicating the box that best describes your level of knowledge in each of the following areas.		Level of Knowledge			
		<u>Extensive Knowledge</u>	<u>Moderate Knowledge</u>	<u>Basic Knowledge</u>	<u>Limited Knowledge</u>
<p>Definition of Levels:</p> <p><u>Extensive Knowledge:</u> I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations.</p> <p><u>Moderate Knowledge:</u> I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job or assignment.</p> <p><u>Basic Knowledge:</u> I possess some knowledge but may require additional instruction to apply this knowledge effectively.</p> <p><u>Limited Knowledge:</u> I possess little or no education or training relevant to this knowledge.</p>					
33.	Ability to independently prepare written materials (e.g., memoranda, letters, pleadings, reports).				
34.	Ability to follow directions with minimal instruction to complete work assignments.				
35.	Ability to effectively analyze situations and take appropriate action in order to deal tactfully with a wide range of inquiries.				
36.	Ability to interact tactfully with courts, administrative agencies, governmental entities, other counsel or witnesses ensuring a professional representation.				
37.	Ability to work under pressure and time constraints while handling changing priorities/deadlines to complete assigned tasks and assist counsel and managerial staff.				

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR
GRADUATE LEGAL ASSISTANT**

Please refer to page one for mailing instructions